



Kentucky Personnel Cabinet
501 High Street
Frankfort, KY



IC Memorandum 12-21

TO: KEHP/KGLI Insurance Coordinators and Billing Liaisons

FROM: Department of Employee Insurance – Kentucky Employees' Health Plan
Kentucky Group Life Insurance

SUBJECT: Coaching Centers Extended Schedules

DATE: May 21, 2012

The Department of Employee Insurance and Kentucky Group Life Insurance are pleased to once again offer the opportunity for Insurance Coordinators and Billing Liaisons to come to Frankfort for KHRIS Coaching Centers.

On selected Tuesdays and Thursdays, the Department of Employee Insurance and Kentucky Group Life Insurance staff will be available to assist you with processing health, life, FSA & HRA benefits in KHRIS as well as answer questions regarding your bill.

Staff Members will be available on the following dates:

June 12, 2012	August 14, 2012
June 14, 2012	August 16, 2012
July 10, 2012	September 11, 2012
July 12, 2012	September 13, 2012

All coaching centers will be held from 8:30 until 12:30 Eastern Time.

There will be appointments for five (5) agencies at each Coaching Center. While each agency can bring multiple ICs or Billing Liaisons, you will be limited to two (2) workstations.

In order to maximize the value of the coaching centers, please bring your health, life, FSA & HRA benefit processing workload with you. If you attend the Coaching Center you must have the necessary KHRIS user access. If you do not currently have that access please contact Lulu Cisse at 502-564-5494.

To schedule your appointment for a coaching center, please contact Stephanie May at 502-564-5530 or Julie Bassett at 502-564-1455.